



Sorry to learn that you've lost your job. You may be wondering how you're going to tell your family. You're possibly worried about your bills. And you're probably wondering how long it's going to take to find a new job.

Take a deep breath. Relax. We're going to walk you through all of it...

Surviving a Layoff

Harry Dahlstrom





It's Not Your Fault.

Losing your job because of a layoff is not your fault. Don't confuse a layoff with a firing-- they are two different things.



How to Tell Your Family

- Say it clearly.
- Stress that you were laid off and not fired.
- Explain what happened.
- Introduce some hope.



Take Time To Heal

People react differently to losing their job.

Some can shrug it off as if nothing happened.

Some need time to grieve.

A few are so wounded, they need a little help.



The Grieving Process

- Shock
- Anger
- Mourning
- Acceptance



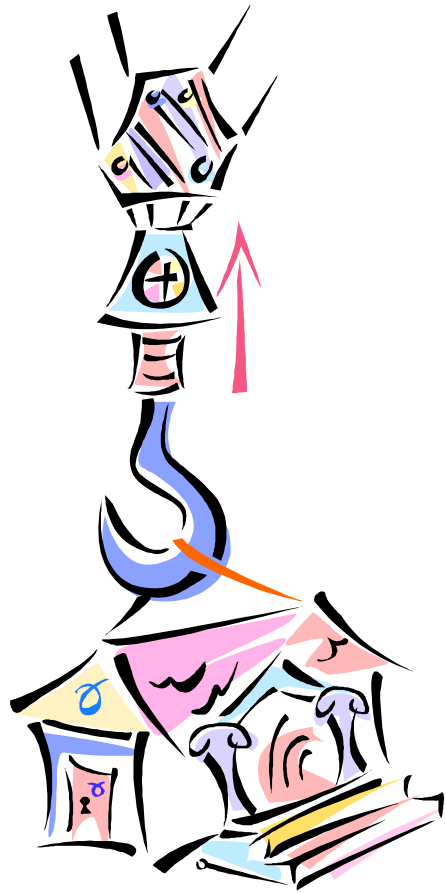
Some Advice During This Hard Time

- Don't make any big decisions now.
- Don't lash out at your former employer.
- Keep in touch with your former coworkers.
- Consider sending a thank you note to your former boss for the experience you gained on the job.



How to Pay Bills When You Have No Paycheck

Money. Here is a subject that really scares unemployed people. Now, before you panic, take a deep breath and relax. We're going to walk you through your money problems and show you a few things you might not know--things that could make your hard times a bit more bearable.



How to Make Ends Meet

- Reduce your spending.
- Ask your creditors to lower your bills.
- Collect from your debtors.
- Sell things you don't use.
- Advertise your skills to make extra money.



Some Ways to Reduce Your Spending

- Pay in cash, freeze your credit cards.
- Eat at home.
- Don't shop for fun.
- Cut back on entertainment.
- Turn off the lights to lower your utilities.



Food for Thought

- Consider a new occupation.
- What is your dream job?
- Take a career test.
- Learn about occupations that interest you.



The Secret to Getting The Job You Want

There are three types of people hiring managers want to avoid: those who cannot learn the job, those who will not do the work, and those who are not cooperative. Show the hiring managers that you're not one of them.



Show That You Can Learn the Job Quickly

- Find out your duties and requirements for the job.
- Give an example from your past when you performed each requirement.



Show That You Will Do the Work

- Just because someone can do the job, doesn't mean they will do the work.
- Add details to each of your examples, turning them into accomplishments.



Show That You Are Cooperative

- Do you have a good attitude?
- Are you easy to coach?
- Do you have good people skills?



How to Write a Powerful Resume

If you're looking for a job, you need a resume. Your resume is your calling card, your advertisement, your brochure, your flyer. It's a one-page handout that shows what a great catch you are. It's your chance to toot your own horn.

What Will You Do With a Resume?



- The idea is to get your resume into the hands of the hiring managers.
- Mail it, email it, hand it out, ask friends to give it to their hiring managers.



Most Resumes Include

- The Heading
- Job Objective
- Education
- Work Experience
- Accomplishments

Chris E. Hiremenow

3 Gimmeachance Road, Anytown, US 00000

111/222-3333 chris@spinalfusion.com

Objective:

Seeking full-time position as a cabinetmaker

Education:

2005: Certificate, Tiger Maple Institute, Anytown, US 00000

- Cabinetry Design, Materials, Assembly, Installation, Tools

2004: Diploma, Owen Technical High School, Anytown, US 00000

- General Construction, Framing, Drafting, Math, CAD

Work Experience:

June, 2005-Present: Assistant, Woody's Workshop, Anytown, US 00000

- Helped plan, build, and install more than 20 one-of-a-kind projects

Tools

- Daily hands-on use: drills, table saws, band saws, routers, shapers, lathes, dovetail jigs, mortisers, sanders, hand planes, scrapers, adhesives, hardwoods, softwoods, veneers, laminates

Material Planning

- 50' reproduction bookcase in historic library
- 5x9' built-in home-entertainment system with surround sound

Fabricate

- 90 linear feet of raised-panel wainscoting for courthouse
- 375 sq-ft. home office with built-in desks, storage, shelving
- 25' nursing station in intensive-care unit of hospital

Install

- Solid mahogany staircase w/spiral balusters in a grand hotel
- 20' food/beverage service counter in a health club
- 2 story custom entryway for colonial-style office building

Winter, 2005: Internship, Cold Casket Company, Anytown, US 00000

- Assisted with final product inspections and crated product for shipment

Summer, 2004: Framing Helper, Slap-M-Up Homes, Anytown, US 00000

- Helped crew of five frame and side 25 new contemporary-style homes



Six Ways To Get a Job Interview

Rule of thumb says that you will interview with about five different companies to get one job offer. But, what if that one job offer isn't something you want? The smart thing to do is to set up more interviews than you'll need. That way you'll have choices.

Method

1

Talk to your Friends and Relatives



- Talking to friends and relatives is the easiest way to get a job interview.
- What if you don't have lots of friends or relatives?
- Practice using the script in the book.

Method 2 Send a Letter and Ask for an Interview



- Suppose you want to work for a bank.
- How do you get an interview if you don't know anyone there?
- Who should you address your letter to?
- What should you write in your letter?
- Practice using the script in the book.

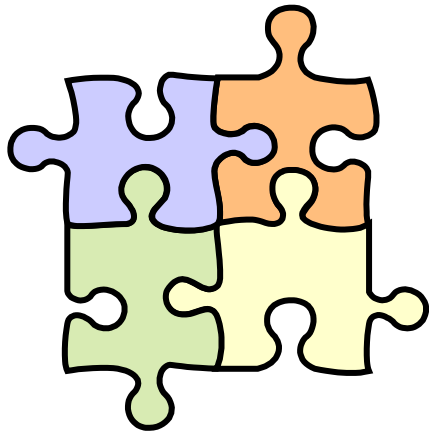
AIDA

1. Attention

2. Interest

3. Desire

4. Action



Will M. Press
44 Icandot Road
Anytown, US 00000
000-000-0000 will@hireme.usa

December 31, 2006

Ms. Ida Hireu
Editorial Images Manager
Picture This, Inc.
55 Igottajob Highway
Anytown, US 00000

Ms. Hireu:

I would like to schedule an appointment to speak with you.

I saw your website. I am amazed at the photography your studio produces—especially the humorous editorial images that you create for magazines and newspapers.

I would like to learn about the career opportunities at Picture This, Inc.

I am attaching a copy of my resume. As you can see, I have some basic experience and I learn quickly. Plus—

- I am eager to pitch in and do more than what is required.
- I am easy to coach and I do not become defensive when corrected.
- I have good people skills and I work well with difficult people.
- I have a pleasant disposition and a great sense of humor.
- I am hard working, dependable, and honest.

If I may, let me call your office on Tuesday afternoon to see if you could schedule some time to speak with me.

I look forward to meeting you,

Will M. Press

PS. I am also very mechanical—good at on-the-spot repairs.

Method 3 Use the Telephone to Ask for an Interview



- The telephone may be scary, but it is effective.
- How do people handle their fear?
- Role play.

Method 4 Answer Help-Wanted Advertisements



- There's no guess work in help wanted advertisements.
- Respond quickly so you won't be at the bottom of the pile.

Method 5

Work the Internet



- Job hunting on the internet is easy, fun, and free.
- 53% of all hires come from a company's own website.
- 23% of internet hires get jobs through job sites.
- Use the internet safely.

Method

6 Register with an Employment Agency



- What is an employment agency?
- Most agencies specialize, some in executive sales, some in clerical.
- Looking for an agency near you?
- Call and introduce yourself.



Enthusiasm, the Key to a Great Interview

Hiring managers agree—enthusiasm separates the winners from the losers. It can be more important than experience. “Give me someone who’s enthusiastic and motivated,” explained one manager.



How Can You Show Your Enthusiasm?

- Be extra courteous and have a sense of humor.
- Offer a professional greeting.
- Show respect for the manager's position.
- Show that you are curious.
- Think, "Can Do."
- Participate in the conversation and be a storyteller.



How to Ace the Job Interview

Managers are expert interviewers. They know that you are going to be nervous. To help you relax and feel comfortable, they'll conduct the interview as if it were a casual, informal, friendly conversation.

What to Expect During a Job Interview



- What's the first question the manager will ask?
- What's the manager looking for?
- The manager will try to “psych” you out.
- Sell yourself.



When the Interview is Over...

- When you get home, send a thank you note.
- Two days later, send a special letter.
- A week after your interview, give the manager a call.

Tips for Starting Over



- Show that you are friendly.
- Be flexible.
- Show initiative.
- Show that you can be counted on.
- Obey the rules.
- Solve your own problems.



Good Luck!

You can do it!